STATE DEPARTMENT OF EDUCATION
ADULT EDUCATION SERVICES TITLE II ADULT BASIC EDUCATION GRANTS
BUDGET CATEGORIES FY 2006-07

INSTRUCTIONAL BUDGET

- **Salaries and benefits** associated with such things as arranging instruction, providing resources for instructional activities, instruction, recruiting tutors and students, assessing students, advising students, match tutoring with students, curriculum development, incorporating secondary standards approaches into basic skills teaching, learning, and assessment.

- **Goods and Services** to be used by personnel budgeted to the instructional category and other necessary goods and services needed for instruction. Typical items would include supplies and materials, assessment materials, printing, telephone, postage copying and fax, equipment (less than $5,000 per unit cost), utilities, rentals and leases (classrooms/lab).

- **Travel** related to instructional activities and for personnel budgeted to the instructional category.

- **Equipment** to be used by staff coded to the instructional category or for equipment used for instructional purposes. Items budgeted in this category must have a value of $5,000 or more per unit cost and have a useful life in excess of one year.

Note: If expenses are for administrative activities as defined below, even though it's for personnel coded to the instructional budget, those costs must be budgeted as administration. Example, if an instructor attends training on ESL instruction, the costs of attending that training would be budgeted as administration because personnel development/staff development activities are considered administration.

ADMINISTRATION BUDGET (The administration budget may not exceed 5%)*

- Salaries and benefits associated with program planning, administration, personnel development, and interagency coordination. Such items might include accountability data input, coordination between department and other agencies regarding administrative record keeping, setting up policies for support services between different department/agencies, planning and working with workforce partners, recruiting and supervising staff and volunteers other than tutors and students, system wide assessment activities (does not include individual student assessment), etc.

- Goods and services for personnel who are budgeted in the administration category that are required to administer the program. Items would include supplies and materials, printing, telephone, postage copying and fax, equipment (less than $5,000 per unit cost), utilities, rentals, and leases. Please note that faculty office space should be coded to program administration under goods and services whereas classroom/lab space is to be coded to the instructional category.

- Travel related to administration activities and for personnel budget to the administration category.

- Equipment to be used by staff coded to the administration category or for equipment used for administrative purposes. Items budgeted in this category must have a value of $5,000 or more per unit cost and have a useful life in excess of one year.

- Indirect is to cover such costs as operation, maintenance, library, and student administration expenses that cannot be clearly allocated to an individual program.

(The administration budget may not exceed 5%)*
Please Note: According to AEFLA Sec. 233, local eligible providers may not use less than 95 percent of grant funds for carrying out adult education and literacy activities; and the remaining amount, not to exceed 5 percent, shall be used for planning, administration, personnel development, and interagency coordination. However in cases where the cost limits are too restrictive the law does allow each agency to negotiate with SDE/ABE to determine an adequate level of funds to be used for non-instructional purposes. Any approved basic skills provider may propose an administrative rate higher than five percent in order to:

1. Carry out any of the necessary and reasonable tasks associated with implementing, maintaining, operating, and reporting on the required accountability system. Allowable costs include: TOPS personnel, assessment supplies and materials, assessment training, assessment and reporting hardware and software, data entry.

2. Carry out specific state and local program improvement strategies based on state leadership priorities and local program evaluation/review. Allowable costs include staff time for staff meetings, planning sessions, statewide activities, training, conferences, and meetings.

Requests for an increase in the administrative cap must be submitted with your Comprehensive Grant Continuation Application Budget, describe the specific activities that the proposed increase would cover, and include an assurance that the additional administrative monies will be tracked separately and used exclusively for the accountability and program improvement costs described in the request. .